



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES
DIVISION: EXECUTIVE
POSITION TITLE: CEA 4, CHIEF INFORMATION OFFICER
SALARY: \$8426 - 9287
FINAL FILING DATE: May 18, 2005

DUTIES/RESPONSIBILITIES

Under the general direction of the Directorate, the Chief Information Officer (CIO) is responsible for providing overall vision and direction to the department's Information Technology (IT) program; develops the department's long-term strategic vision regarding IT matters; and acts as principal advisor to the Directorate, the Business, Transportation, and Housing (BT&H) Agency, and the administration regarding the overall direction of the DMV's IT programs.

Major duties of this position include:

- Responsibility for providing leadership and vision in the formulation, implementation, and evaluation of the department's business-driven IT strategies, and oversee the implementation of DMV's Strategic Information Technology Plan.
- Overseeing the Information Systems Division.
- Representing the department on the statewide Chief Information Officers Council and functioning as Chairperson of the department's IT Steering Committee, which is responsible for the development of business-driven IT strategies to resolve business problems.
- Acting as primary DMV contact for IT matters to the BT&H Agency and Governor's Office with ability to regularly influence statewide IT policies and standards.

- Planning for the modernization of DMV's computer systems and the incorporation and integration of advanced business and IT strategies into the department's business processes.
- Providing leadership and oversight for the coordination, management, and completion of all mission-critical IT projects.
- Responsibility for selecting training programs, as needed, to upgrade the skills of the existing DMV technology staff.
- Responsibility for consulting with vendors and providers of hardware, software and services to maintain technical currency and identify opportunities for the application of particular technologies.
- Responsibility for overseeing the renovation of DMV legacy IT Systems.

DESIRABLE QUALIFICATIONS

- Extensive technical background in Information Technology functions including large legacy, warehouse, and relational databases, web portal technology, enterprise architecture and integration, and large migration project management experience.
- Demonstrated strong leadership and management skills and experience.
- Administrative skills including Personnel, Budget, and the FSR process.
- Demonstrated ability to broadly and creatively develop Information Technology solutions, including Enterprise Integration and e-government.
- Visionary thinking, creativity, decisiveness, sound judgment, and high degree of competency.
- Extensive IT Governance experience including knowledge of project management and risk management skills.
- Ability to effectively discuss and represent critical departmental issues and otherwise participate in high level management discussions within the department as well as with external agencies including the Governor's Office and IT business community.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

FILING INSTRUCTIONS

All interested applicants must submit:

A standard original State application (Form 678).

A Statement of Qualifications. This *Statement of Qualifications* is to be a discussion of the candidates' education and experience that would qualify them for this position. The *Statement of Qualifications* should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

Department of Motor Vehicles
Selection Services Unit
2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mail to

Department of Motor Vehicles
Selection Services Unit
P.O. Box 932315 – Mail Station G208
Sacramento, CA 94232-3150

Applications and **Statement of Qualifications** must be **received or postmarked by the final filing date of May 18, 2005.**

Questions regarding this examination should be directed to Becki Morgan at (916) 657-8406. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: May 4, 2005